**Western Carolina University Office of Field Experiences**

**Intern II/Student Teacher Program Specific Guidelines and Checklist**

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| Requirement | Description | Date and Initial when Completed |
| Program Name | **Health and Physical Education** |  |
| Minimum Full Time Teaching Requirements | 10 weeks  Because we start when the cooperating teacher starts, it is often more than 10 weeks. |  |
| Full Time Teaching Transition Plan | This varies by school. Some of our cooperating teachers like to phase the intern into his/her classes, and some have them start a full schedule immediately. Some of our cooperating teachers like to phase the intern out at the end, or do some team teaching. This will be determined on a case by case basis according to consensus among CT, US, and student teacher/intern. |  |
| Lesson Planning | Full lesson plans are required for all classes taught throughout the entire semester. |  |
| Reflection Requirements (including journaling) | Weekly throughout the semester. |  |
| Other | Notebooks that contain lesson plans and reflections are required and are checked when the university supervisor visits the site for observations. |  |